

Resolution No.:	<u>15-890</u>
Introduced:	<u>February 8, 2005</u>
Adopted:	<u>February 8, 2005</u>

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: Approval of Executive Regulation 22-04, Position Description for Division Chief, MCFRS Volunteer Services, Montgomery County Fire and Rescue Service

Background


1. On May 4, 2004, the Council enacted Bill 36-03, reorganizing the Montgomery County Fire and Rescue Service and authorizing the creation of the non-merit position of Chief, Division of Volunteer Services.
2. Executive Regulation 22-04, *Position Description for Division Chief, MCFRS Volunteer Services, Montgomery County Fire and Rescue Service*, was advertised in the November 1, 2004, issue of the Montgomery County Register, as required by Section 2A-15 of the County Code, and no comments were received.
3. Executive Regulation 22-04 is processed under Method 1 and is not adopted until the County Council approves it.
4. The Public Safety Committee reviewed Executive Regulation 22-04 on January 31, 2005, and recommends approval.

Action

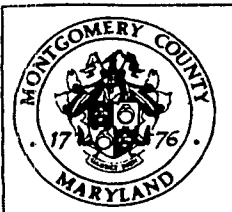
The County Council for Montgomery County, Maryland approves the following resolution:

Executive Regulation 22-04, *Position Description for Division Chief, MCFRS Volunteer Services, Montgomery County Fire and Rescue Service*, is approved.

This is a correct copy of Council action.



Elda Dodson, CMC
Acting Clerk of the Council



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Division Chief, MCFRS Volunteer Services, County Fire and Rescue Service	Number	22-04
Originating Department	Office of Human Resources	Effective Date	February 8, 2005

Montgomery County Regulation on:
POSITION DESCRIPTION FOR DIVISION CHIEF, MCFRS VOLUNTEER SERVICES
MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

Executive Regulation No. 22-04, COMCOR 17.22.04

Issued by: County Executive

Authority: Montgomery County Code, 1994, Sections 1A-104(b)(2) and 21-3(d)

Supersedes: Executive Regulation No. 15-98 AM

Council Review: Method (1) under Code Section 2A-15

Montgomery County Register, Volume 21

November 1, 2004

Comment deadline: November 30, 2004

Effective date: February 8, 2005

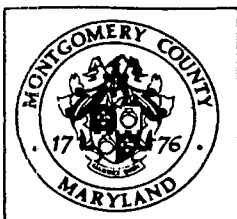
Summary: This regulation supercedes Executive Regulation No. 15-98 AM, which provided a position description for Chief, Division of Volunteer Fire and Rescue Services. This regulation changes the title of the position to Division Chief, MCFRS Volunteer Services and provides a position description, including definition of work, examples of duties and responsibilities, recommended qualifications and knowledge, skills, and abilities for this position in the Montgomery County Fire and Rescue Service. The position is designated by Code Section 21-3(d) as a non-merit position. Montgomery County Code, Section 1A-104(b)(2) requires that a position description for this position be established by regulation under method (1).

Address for comments:

Director, Office of Human Resources
Executive Office Building
101 Monroe Street, Rockville, Maryland 20850

Staff Contact:

Julie Mack
Classification and Compensation Team
(240) 777-5018
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MONTGOMERY COUNTY EXECUTIVE REGULATION

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Subject	Position Description for Division Chief, MCFRS Volunteer Services, County Fire and Rescue Service	Number	22-04
Originating Department	Office of Human Resources	Effective Date	

DIVISION CHIEF, MCFRS VOLUNTEER SERVICES

DEFINITION OF CLASS:

This is senior management level work directing the daily operations of the Division of Volunteer Services and performing administrative duties as part of the Montgomery County Fire and Rescue Service management team. The employee reports to the Fire Chief and has operational authority over fire, rescue, and emergency medical services activities of the Fire and Rescue Service, including the local fire and rescue departments, as assigned by the Fire Chief. This position serves in the Integrated Emergency Command structure at a level equivalent to the authority of the Chief of the Division of Fire and Rescue Operations. The employee in this non-merit position is appointed by the County Executive and confirmed by the County Council. The employee in this class serves as the highest ranking volunteer officer in the County and coordinates the operations and administration of volunteer personnel and local fire and rescue departments. The employee is responsible for promoting the integration of the activities of volunteer and career firefighters and rescuers, and promoting volunteer recruitment and retention. In addition, the employee is responsible for assisting local fire and rescue departments in training, risk management, apparatus use and maintenance, budget preparation and formulating departmental policy and recommendations to the Chief, and monitoring legislative and regulatory actions involving volunteer activities and informing affected groups.

EXAMPLES OF DUTIES: (Illustrative Only)

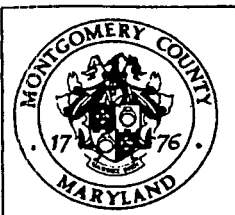
Implements and assists in developing organizational objectives as determined by the Fire Chief.

Develops plans and methods to promote the integration of activities of volunteer and career firefighter rescuers.

Develops and implements plans to promote the recruitment and retention of volunteer firefighter rescuers and provides additional opportunities for people to volunteer through a mobile volunteer personnel corps.

Provides assistance to local fire and rescue departments in the areas of training, risk management, apparatus use and maintenance, budget preparation and formulating department policy and recommendations to the Fire Chief and Fire and Rescue Commission.

Monitors legislative and regulatory actions that affect volunteer firefighting activities and keeps the Fire Chief and the authorized volunteer representative apprised of new developments.



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Develops plans and objectives to maintain or improve level of operational services provided by volunteer fire and rescue personnel.

Oversees resolution of employee and citizen complaints.

Provides information and assistance to the Fire Chief, other County agencies, the public, local fire and rescue department volunteer corporations and officials of other jurisdictions.

Performs related duties as required by the Fire Chief.

Ensures that employees at all levels are encouraged to participate in program and policy development.

Communicates regularly with the Executive Director of the authorized volunteer representative.

Performs other related duties as required.

RECOMMENDED QUALIFICATIONS:

Experience: Extensive experience in fire and rescue services, including two (2) years as a Montgomery County volunteer chief, deputy chief, or assistant chief, or any combination thereof.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

Knowledge, Skills, and Abilities:

Knowledge of fire laws, codes, rules and regulations.

Knowledge of the principles and practices of modern fire and rescue services including equipment and instructional techniques.

Skill in negotiating agreements which accommodate conflicting interests and viewpoints.

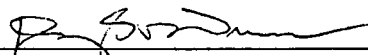
Skill in oral and written communication sufficient to develop justifications of actions planned.

Ability to develop and maintain technical reports and records.

Ability to attend meetings and perform work assignments at locations outside the office.

MEDICAL PROTOCOL: Core I Exam* (*Successful completion of most recent physical examination and drug screen as required.)

Approved:


Douglas M. Duncan, County Executive

1/14/04
Date

APPROVED AS TO FORM AND LEGALITY.

OFFICE OF THE COUNTY ATTORNEY

BY David Stevenson

DATE October 20, 2004